



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 N. Senate Ave, Room N758
Indianapolis, IN 46204
Phone (317) 232-3166 FAX: (317) 232-0238

**Mitchell E. Daniels, Jr.,
Governor**

CMAQ EQUIPMENT ACQUISITION PROCESS

January 23, 2009

1. FHWA determines eligibility and sends notice to Central Office Local CMAQ Coordinator (Jeanette Wilson) INDOT & FHWA confirm consistency with MPO project selection process and "cost-effectiveness."
2. Central Office CMAQ Coordinator (Jeanette Wilson) sends information to MPO and District LPA Coordinator
3. MPO sends request for Des# and authorization to District LPA Coordinator.
4. District SPMS person builds schedule and authorizes Des. No.
5. District notifies Central Office CMAQ Coordinator (Jeanette Wilson) and MPO of Des. No.
6. MPO sends TIP amendment to District Coordinator with copy to Central Office CMAQ Coordinator (Jeanette Wilson)
7. Central Office CMAQ Coordinator (Jeanette Wilson) verifies project is in TIP or amendment and requests STIP Amendment from CO-Planning (April Schwering) - This can be done as soon as a Des. No. is assigned.
8. Once the project is included in the STIP, Central Office (Jeanette Wilson) requests authorization from CO-Finance (Debbie Sanders).
9. District requests contract with Environmental Document attached (previously prepared by Central Office Environmental and includes eligible projects listed) from Central Office Local Programs Assistance (Bruno or coordinator) – This can be done as soon as Des. No. is created
10. District sends **CMAQ Equipment Contract** to MPO and/or then Local Project Sponsor for signatures (MPO may send directly to Local Project Sponsor and Sponsor or MPO may return to district)
11. When contract is returned, the District will enter the CE date in SPMS and mark as complete, and then forward contract to Central Office for Executive approval.
12. Once Contract is approved and returns from Attorney Generals' office and FMIS authorization is complete, Central Office Local Programs Assistance (Bruno Canzian or Coordinator) will issue Notice of Authorization indicating that the MPO may make the purchase. An electronic copy will be sent to the district. The contract is scanned on to the universal "Y:" drive and the district is notified of its execution.

13. District will submit request for PO to district staff upon notification of the fully executed contract/Notice of Authorization.
14. MPO/LPA may purchase items prior to the PO being issued but no funds will be reimbursed to the LPA until the PO has been issued. Once a PO has been issued, the PO number will be given to the MPO/LPA and they may submit an LPA Voucher for reimbursement.
15. When invoices are received by District they will be charged against the appropriate purchase order and the appropriate payments will be made by the district.
16. Once the approved purchase is completed, the project schedule will be marked "C" completed by the District
17. The district will notify Project Accounting (Shawn McMahan), of completion for closeout.

This process will be updated as further clarification is needed and users should check the INDOT LPA website for the latest version of guidance and sample contracts.

<http://www.in.gov/indot/div/projects/LPASection/>

Thank you!

A handwritten signature in black ink, appearing to read "Jodi M. Coblentz", with a stylized flourish extending from the end.

Jodi M. Coblentz, P.E.

INDOT

Manager of Local Public Assistance Office